

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location 東京/Tokyo
空席告知番号/Announcement Number MLC(T)14-027-01 *再募集/Re-Announcement*	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて / All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade TECHNICAL INFORMATION SPECIALIST, #422, BWT 1-6			基本給/ Basic Wage 222,600 ~
部隊名/Organization Pacific Liaison Detachment (Tokyo), 441 st Military Intelligence Battalion		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0800 ~ 1700, Recess: 1200 ~ 1300) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) * ご応募に際して、注意事項 (http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_ip.aspx) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website. * MLC(T)14-027 に応募された方は選考の対象となりますので、再応募の必要はありません。/ Those who applied for MLC(T)14-027 will also be considered. Therefore, no need to re-apply. 申請用紙 / Applications : <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) * 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid. 申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score. <input checked="" type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed.			
採用後に提出するもの/ Additional Documents Required After Selected 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
応募方法/To Apply 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 宛先 〒106-0032 東京都港区 六本木 7-23-17 宛名 在日米陸軍 IMJN-JER-T 日本人雇用課 MLC(T)14-027-01		Submit To Address: 7-23-17 Roppongi, Minato-ku, Tokyo 106-0032 Name: Tokyo Br, JESO, USAG-J IMJN-JER-T MLC(T)14-027-01	

Duties:

1. Assists the US Liaison Officer in planning, coordinating, and executing activities related to official and social engagements with working level to senior officials in the Government of Japan Ministry of Defense, Ministry of Justice, the National Police Agency, and other national and prefecture level Government of Japan Law Enforcement, Intelligence, and Security agencies. Coordinates visits to Japanese Agencies, prepares itineraries, assists in the preparation of read ahead packets, and makes all administrative agreements necessary of the visits. Assists the US officers in all administrative requirements to arrange receptions given on behalf of the CG Intelligence and Security Command for high level GOJ officials. Coordinates, arranges, and executes social events to include research and arrangement for overt official contact events and farewells. Arranges necessary gifts and presentations between PLD and GOJ counterparts. Prepares and exchanges biographic information for US and GOJ officials. Provides advice and assistance to the Director, Operations Officer, and US Liaison Officers assigned to PLD on local culture and customs, social usage, political processes, social institutions and other substantive topics to support the Liaison Officer in maintaining official and nonofficial contacts and relationships.
2. Provides substantive language support to the Director, Operations Officer, and Liaison Officers in their effort to develop and maintain liaison relationships with official Japanese counterparts. Performs professional level translation of documents from Japanese to English and English to Japanese, to include research of geo-political information supporting these translated topics. Serves as the Liaison Officer's interpreter during office visits, briefings, information exchanges as well as interpreting at official and unofficial functions, and during the Commanding General, INSCOM visits with Japanese counterparts. Maintains automated data files of language reference materials in order to ensure that all translations have what they need to properly translate documents. Provides Japanese language training to assigned linguists as required.
3. Performs a preliminary assessment of Japanese language documents and provides, as necessary, an immediate summary translation of the content to the US Liaison Officer in order to determine the relevance and responsiveness of the document to PLD's mission. Accompanies the U.S. Liaison Officer to gather information sources and takes detailed meeting notes that would be submitted later during mission debriefs. Assists the U.S. Liaison Officer with preparation of timely, accurate, and detailed contact reports and other reports in English as required by PLD management. Reviews Japanese newspapers, websites, and other resources on a daily basis in order to help the Director, Operations Officer, and Liaison Officer keep abreast of current events that could impact PLD's mission. Conducts area reconnaissance and area familiarization of the Area of Operations.
4. Performs all personnel/administrative related actions for PLD as instructed by the Director or the Operations Officer. Maintains databases of official contacts along with historical data of previous official contacts. Prepares English/Japanese correspondence, telegrams, speeches, etc as required. Performs as an executive assistant. Provides transportation / driver in the performance of official duties. Provide daily administrative reports as required. Purchase and maintain office supplies. Maintain a Government Purchase Card (GPC) and ensure all paperwork passes the periodic GPC inspections. Must prepare and submit a weekly Manpower Survey to PLD management.
5. Performs other related or incidental duties as assigned.

MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

Must have at least one (1) year of specialized experience* equivalent to the next lower grade level (1-5), OR Masters Degree** in a related field OR three (3) academic year of graduate level education.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

****When substituting education for specialized experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

Required Language Proficiency Level (LPL):

1. Exceptional Proficiency Requirement: Language Proficiency Level 4, TOEIC 860, TOEFL (PBT) 597, TOEFL (IBT) 98, EIKEN Grade Pre 1.

Required Licenses and Certificates:

1. Must have Japanese Driver's License.

2. Must have Bachelor's Degree from a four (4) year college/university.

Required Condition of Employment:

1. Must pass security clearance checks.
2. Must be able to work irregular hours and overtime as required.
3. Must be able to go on regular TDYs throughout Japan.
4. Must be able to obtain and maintain Military motor Vehicle Operator's License.
5. Must be able to drive confidently in the Tokyo area and over long distances.

Time in Grade (TIG):

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.